**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_**

**Fill in the Blank**

**Fill in each blank with the term or phrase that best completes the statement.**

**1.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a container for text on a slide.

**2.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a set of characters, numbers, and symbols in a specific style or design.

**3.** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature, when needed, shrinks the size of the text in a text box in order to fi t it in the box.

**4.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a symbol that appears to the left of each paragraph in a list.

**5.** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature enables you to copy formatting from one block of text to another.

**6.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text is aligned to both the left and right margins of a text box.

**7.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ indent is a reverse indent for the first line of a paragraph, where the first line is indented less than the other lines.

**8.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ object is text in the form of a graphic.

**9.** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in PowerPoint can be used to look up synonyms.

**10.** To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a text box, drag one of its selection handles.

**Multiple Choice**

**Select the best answer. Place the letter of the correct answer on the blank provided.**

**\_\_\_\_\_1.** You can select a different font from the \_\_\_\_\_\_\_\_\_\_\_\_ tab on the Ribbon.

**a.** Home

**b.** Font

**c.** Layout

**d.** Review

**\_\_\_\_\_2.** You can select fonts and font sizes either from the Ribbon or the \_\_\_\_\_\_\_\_\_\_\_\_.

**a.** Status bar

**b.** Scroll bar

**c.** Mini toolbar

**d.** File menu

**\_\_\_\_\_3.** Which of the following is not a paragraph alignment type?

**a.** All

**b.** Center

**c.** Justify

**d.** Right

**\_\_\_\_\_4.** When selecting a color, such as from the Font Color button’s palette, the colors on the top row are:

**a.** standard colors

**b.** tints

**c.** shades

**d.** theme colors

**\_\_\_\_\_5.** Most of PowerPoint’s text placeholders automatically format text as a(n) \_\_\_\_\_\_\_\_\_\_\_\_ list.

**a.** numbered

**b.** bulleted

**c.** sorted

**d.** itemized

**\_\_\_\_\_6.** Reflection is one type of \_\_\_\_\_\_\_\_\_\_\_\_ you can apply to WordArt.

**a.** effect

**b.** font

**c.** alignment

**d.** spacing

**\_\_\_\_\_7.** A text box’s \_\_\_\_\_\_\_\_\_\_\_\_ determine(s) how close the text comes to the sides, top, and bottom border of the box.

**a.** orientation

**b.** margins

**c.** padding

**d.** alignment

**\_\_\_\_\_8.** To apply a WordArt style to existing text on a slide, you must first:

**a.** format the text with a Quick Style

**b.** insert a text box

**c.** select the text

**d.** change the text’s alignment

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**\_\_\_\_\_9.** What does it mean when a word has a wavy red underline?

**a.** The word is inconsistently formatted compared to the surrounding text.

**b.** There is a grammar error.

**c.** The word is not in the dictionary.

**d.** The capitalization does not match that of the surrounding text.

**\_\_\_\_\_10.** A thesaurus enables you to look up synonyms and \_\_\_\_\_\_\_\_\_\_\_\_.

**a.** alternate spellings

**b.** antonyms

**c.** translations

**d.** pronunciations

**Competency Assessment**